



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Bridge Inspection Memorandum No. 26-08 Inspection Report Audit Workflow

April 24, 2026

TO: All Bridge Inspectors

FROM: /s/ Anthony Marino SPM
Anthony Marino, P.E.
Bridge Inspection State Program Manager
Bridge Management Division

SUBJECT: Inspection Report Audit Workflow

REFERENCE: INDOT Bridge Inspection Manual Part 2, Section 2-1.01(01)

EFFECTIVE: May 8, 2026

INDOT is eliminating the Open for Corrections status and the Approved status (following the Open for Corrections action) in the INDOT Total Assets Management System (iTAMS) bridge inspection reporting workflow. By end-of-business on **Friday, May 8, 2026**, all bridge inspectors having inspection reports that are currently in the Open for Corrections status must complete their corrections and then advance the inspection reports to Approved status. Any inspection reports remaining in the Open for Corrections status following this deadline will be automatically advanced to the Approved status and closed by the iTAMS system administrators.

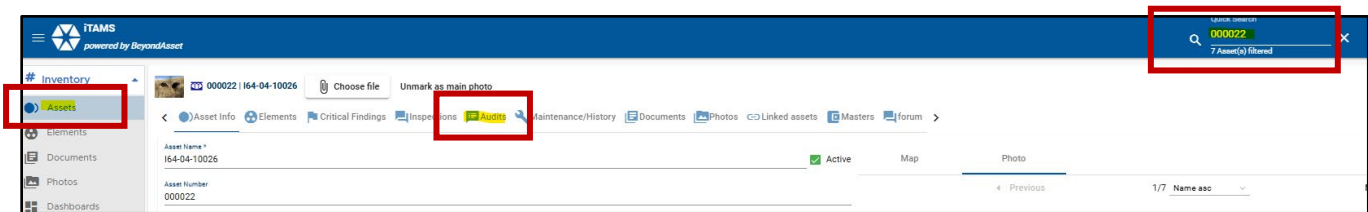
After May 8, 2026, all bridge inspections and inspection reports will follow the inspection reporting workflow process specified in the INDOT Bridge Inspection Manual, Part 2, Section 2-1.01(01) and as detailed below. Inspectors are reminded that the Audit function is intended only to correct inaccurate asset data related to bridge information, material and type, geometry, and features, or to document follow up actions to the inspection. Inspection data reported in SNBI Section 6 (Inspections) and Section 7 (Bridge Condition) is expected to be complete and accurate at the time that the inspection report is Approved following the Submitted for Review status in the iTAMS workflow.

- Audit will be available at the Asset Level/Module only.
- The SNBI Audit can only be created and edited by users in the **Team Leaders** User Group.
- SNBI Audit will **only function for Approved inspection reports**, and only within 90 calendar days following the inspection report being advanced to the Approved status in the iTAMS workflow.

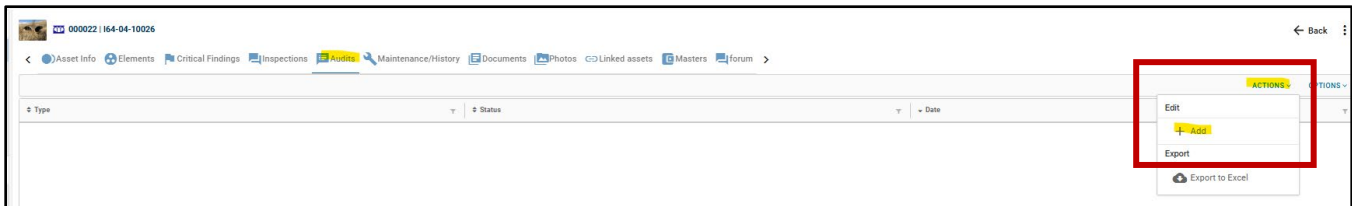
- An SNBI Audit can only be created **twice** within the 90 calendar days after an inspection report has been advanced to the Approved status in the workflow.
- An SNBI Audit can only remain in the “SNBI Audit” (or open) status for **5 calendar days**. On the 6th calendar day, an opened SNBI Audit will be automatically advanced by the iTAMS system to the approved status, and the data will be copied back to the Asset.

From Quick search, enter the Asset Name or Asset Number:

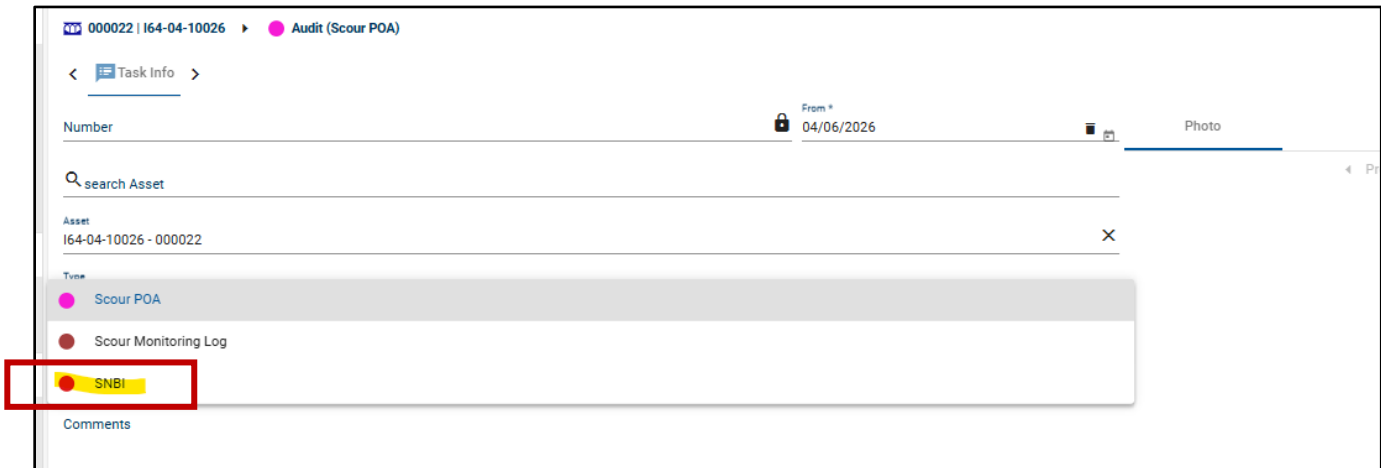
1. Go to the Audits Tab in the Asset that has the Approved bridge inspection report.



2. Click on “Actions” then on the “+ Add” button.

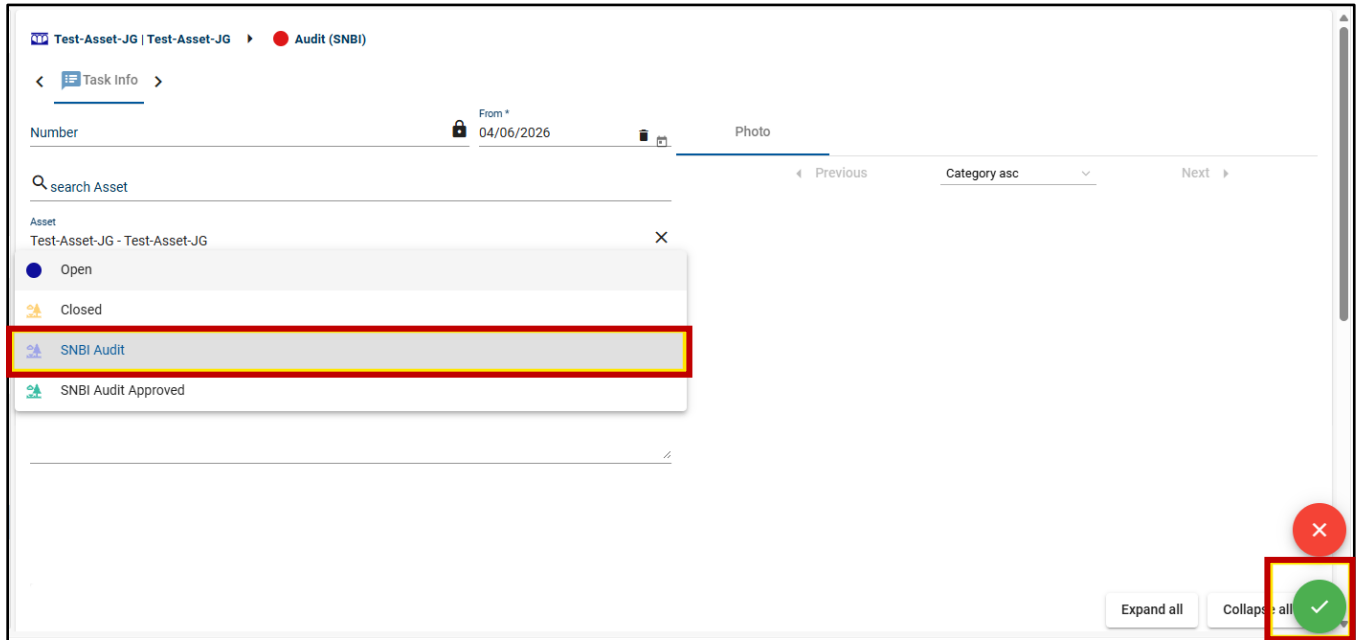


3. From the Type field, select “SNBI”.



4. From the Status field, field, select “SNBI Audit”.

- Then, check on the green check mark in the bottom right corner of the screen to finish creating the inspection report Audit.

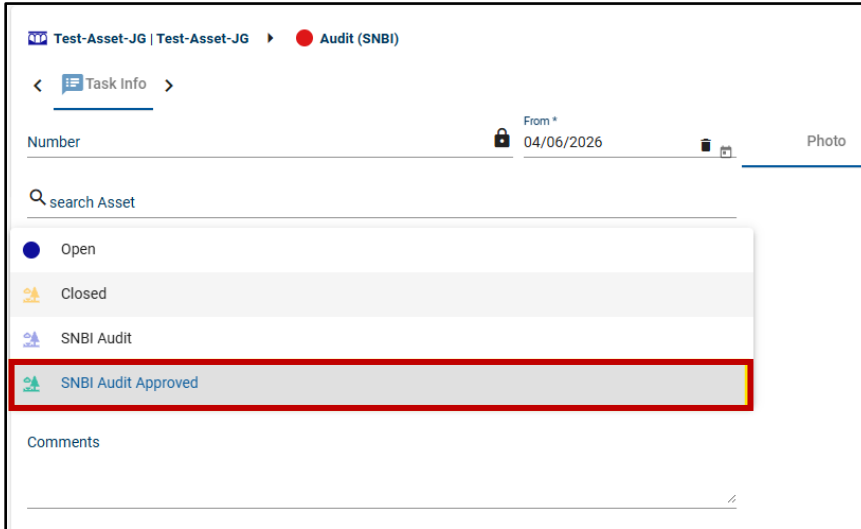


- Click the “Edit” button (the green pencil in the bottom right corner of the screen). The available data fields allowed for editing will appear by section. Note: all fields that are auto populated, as well as all the data in Sections 6 and 7 (including the bridge condition ratings), are not available for editing and will not appear in the SNBI Audit.
- Make the needed changes to the data in the available fields.



- To close the Audit; first make sure that you have saved your changes by clicking on the green check mark in the bottom right corner of the screen.

9. Navigate back to the top of the Audit to the “Status” field.
10. Change the status from “SNBI Audit” to “SNBI Audit Approved”. After this is done, the data will be copied back to the Asset, and the Audit will be closed. There is no report to generate for the Audit.



Audit email notifications will be done automatically by the iTAMS system as follows:

- An iTAMS auto generated email will be sent to the QC Approver of the most recently approved inspection report to inform that an Audit has been opened.
- An iTAMS auto generated email will be sent to the Team Leader who opened the Audit on the 5th calendar day following the Audit opening informing the Team Leader that today is the final day to complete edits within the Audit before it is closed automatically by the iTAMS system on the next calendar day.
- An iTAMS auto generated email will be sent to the Team Leader who opened the Audit informing the Team Leader when an Audit has been automatically closed by the iTAMS system if the Team Leader did not close the Audit themselves.